











A Re Story About **SCANS** Skills

Once upon a , the United States Secretary of Labor decided to  what today's workers need to know  succeed in the  of work. The Secretary wanted a  of the most important skills and decided to  some big bosses from industry and education to help *write* the list. **30** people, including representatives of companies like IBM, General Electric and MCI were appointed to a special Commission. They had to  and  for a long time, but they finally agreed on many basic skills to include  the list. This "**S**ecretary's **C**ommission on **A**chieving **N**ecessary **S**kills" (**SCANS**) said that workers who want  succeed must have...

10 Basic Skills

READING COMPREHENSION

Understanding written information.

e.g., "I knew that we were closing early because I read the memo!"

ACTIVE LISTENING

Hearing what other people are saying, and responding appropriately.

e.g., "Didn't that customer ask for a diet drink?"

WRITING

Communicating with others by composing clearly written documents.

e.g., "Your phone messages are on your desk."

SPEAKING

Talking with others to greet, explain, persuade, or otherwise inform them.

e.g., "She congratulated me on my successful job interview."

MATHEMATICS

Counting, computing, calculating, or using other mathematical means to solve problems.

e.g., "There were no dollar bills left, so I gave him four quarters."

SCIENCE

Testing, analyzing, and using other scientific methods to seek solutions.

e.g., "We need to start by clearly identifying the problem."

CRITICAL THINKING

Identifying the strengths and weaknesses of different approaches to the same problem.

e.g., "You can double-check your test after school, or trust that every item you completed was done correctly."

ACTIVE LEARNING

Working to understand new information.

e.g., "I am going to read several other articles before I make up my mind."

LEARNING STRATEGIES

Knowing and applying different approaches to learn or teach new information.

e.g., "It really helps me to follow along as you show me the best way to do this."

MONITORING

Determining how well something is being done.

e.g., "I knew I had 100% on that test before the teacher even corrected it!"